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Report for Week Ending 14 April 1959  
from  
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 29 actions requiring the printing of 559,800 copies or sets of blank forms.
- (2) Ten new and four revised forms were approved.
- (3) Three forms were obsoleted.
- (4) As a follow-up on information gleaned on the Safe Survey conducted in the Office of Security by [ ] and in connection with the subsequent recent revision of the "Security Check Sheet", Form No. 108 and the "Security Check Officer List", Form No. 109, have been able through the cooperation of ARO/ORR to eliminate eleven "bootleg" forms used by Security check officers within ORR. In addition, one similar "bootleg" form used by Security Check Officers within the Medical Office has also been eliminated. Both of these Offices will now use the authorized Security Form 109. [ ]

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b. Intangible

- (1) Form 706, Headquarters Passage Record was sent to the Printer. It is a 5 part NCR form, so designed as to provide instructions for the Area Division, Pouch Section and the field on processing Information Reports [ ] In addition to providing IE/DD/P with a complete record of information/ [ ]

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This form is a forerunner to development of a form and its procedures for accountability of lateral field exchange of intelligence with foreign services. [ ]

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- (2) Substituted an existing form for a form requested by WH-3. [ ]

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- (3) Met with representatives of RC/RQM/DD/P, [ ] and [ ] to discuss expediting Information Reports through the Special Printing Branch O/L. As a result of this meeting, designed a test Information Receipt and Log form to be used. This form on black hectograph masters should assist in expediting the Reports. [ ]

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2. Assignments - Active

- (1) Three new and 16 revised forms.
- (2) Revision of Dispatch Forms. [ ] DD/P has promised to respond to our November 1958 memo by 22 April. [ ]
- (3) Uniform Information Reports - Consulted with Army (ACSI) on varitype proofs of DA Forms 1048 and 1048-1 (their version of the Common Information Report Format. [ ])

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3. News

a. Training

- (1) Briefed [ ] of the Records Center.

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- (2) [ ]

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- (1) Met with [ ] Office of Comptroller to discuss transmittal of T & A forms to the field.
- (2) Evaluated Employee Suggestion #59-304 (Revision of Form #626). Recommended no revision and reprint at this time.
- (3) Briefed on the Intellofax and Minicard system of OCR by [ ]

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